

SURREY HEATH BOROUGH COUNCIL



CORPORATE RISK REGISTER – March 2016

This register summarises the main risks faced by the Council in relation to achieving the objectives and priorities as defined in the Council’s Corporate Plan. It also notes the current mitigation action being taken to control those risks, and identifies any further action needed to implement other necessary mitigation action. The register does not identify all risks, but seeks to highlight the relevant main strategic risks.

Introduction

The following summary matrix shows at high level overview the key risks faced by the Council, and their initial rating. Those above the line of acceptable risk (the shaded area) have further mitigating action to bring them within the line.

Summary Matrix – key strategic risks after mitigation

Likelihood				
4 Very Likely (>80%)				
3 Likely (50% - 80%)				
2 Possible (10% - 50%)		Town centre Information Management Business Continuity Supplier Failure	Loss of Funding Impact of Legislation	
1 Unlikely (<10%)		TEEP Capacity and Resilience	Property Investment Treasury Investment Major Incident	
Impact	1 Low (< £10k)	2 Moderate (£10k to £200k)	3 Major (£200k to £1m)	4 Severe (>£1m)

	RISK	Likelihood	Impact	Initial Rating	Mitigation	Ownership	Revised Likelihood	Revised Impact	Revised Rating
1.	Information Management, Data Sharing and Data Security - the Council holds considerable personal data, as well as key data that need to be retained for operational and statutory purposes. This data needs to be secure and effectively managed.	3	3	9	Paper and electronic data management systems; document and record retention policy; system to respond to data access requests; archiving system; training for all staff on data security. Data and Security breaches policy and procedure approved by Council. Data sharing protocol in place	LL	2	2	4
2.	Loss of Funding for Services Loss of funding leads to Council being unable to provide services	3	3	9	The MTFF shows that this will not impact until 2020 when large savings will be made. The Council will follow a strategy of increasing income and saving..	KM	2	3	6
3.	Business continuity systems and processes – to plan for dealing with challenges to the continuity of the Council’s business to ensure the effects on the community in such cases are mitigated as much as practicable	2	3	6	BIAs and BC Plans have been updated by all services and tested to ensure they are current and all critical functions are covered. Joint resilience structure in place	TP	2	2	4
4.	Capacity and Resilience There are insufficient staff to cover for sickness and absence.	2	2	4	Staff are working more generically and multitasking. Sickness levels are decreasing. There are cover arrangements with other authorities in place for some services.	LL	1	2	2

	RISK	Likelihood	Impact	Initial Rating	Mitigation	Ownership	Revised Likelihood	Revised Impact	Revised Rating
5.	Failure of Major contractor or supplier Major contractor, such as for refuse disposal goes in to liquidation	2	3	6	Company likely to be taken over rather than close. Major contracts have guarantee provisions and step in rights. In house team able to take on management in an emergency	TP	2	2	4
6.	Impact of Legislation New legislation places increased demands on the Council and impacts resources	3	3	9	The impact of legislation is considered when announced but there is a risk that future government plans could impact the council adversely.	LL	2	3	6
7.	Major Incident Major incident may directly or indirectly affect the Council's ability to deliver services	1	4	4	All services have up to date emergency plans and exercises are held regularly to test preparedness	TP	1	3	3
8.	TEEP Impact of European legislation means that recycling has to be collected by type rather than co-mingled	2	3	6	Legal advice being sought by authorities to ascertain whether impact of TEEP rules can be mitigated	TP	1	2	2
9.	Town Centre Comprehensive redevelopment difficult due to difficulty in delivering a financially viable scheme	3	2	6	Scheme being worked up on a more incremental site by site approach	JR	2	2	4
10.	Treasury Investment Strategy Diversification in to new investments to bring higher returns can also lead to higher risks	2	3	6	Investments only entered in to on recommendation of treasury advisors. Investments are in diversified portfolios. Regular reviews of investments with advisors	KM	1	3	3
11.	Property Investment Property investment values can be volatile as they are subject to market forces. This may mean that borrowing is not covered	2	3	6	Full business case done by advisors before purchase. Returns take account of known risks. Properties managed by external agents. Rents reviewed regularly.	KL	1	3	3

Key to initials

RP – Richard Payne – Executive Head of Transformation;

KM – Kelvin Menon – Executive Head of Finance

TP – Tim Pashen - Executive Head of Community;

KL – Karen Limmer – Head of Legal Services

LL – Louise Livingston – Head of Corporate

JR – Jenny Rickard – Head of Regulatory
